## **Appoint Ombudsman**

**Instructions:** 

**Select** Bankruptcy

**Select** *Trustee* 

Enter case number

Verify case number is correct

Select Document Event: Appoint Ombudsman

Select Party.

■ Party filer not listed, Add/Create New Party.

Browse, verify and attach the correct pdf file.

■ Add attachments, if applicable.

Enter name of Ombudsman

**Review Docket Text for accuracy** 

Warning!! Verify entry is correct before submitting.